Program and the Program for the Physically

Handicapped.

III. The <u>Training Branch</u>, under the direction of the Chief,

A&TD, Office of Security is composed of two (2) pro-

fessional security officers and one secretary. Its

function is to <u>provide a comprehensive security training</u>

<u>program for the Agency</u> by giving security briefings

to all new EOD's to the Agency, by assisting OS employees

in obtaining both Agency and external training and by

advising the OS Career Board on training matter. This

training program encompases the following activities:

A.   Lectures and Briefings -

1.   All EOD's are provided two security orient-

ation briefings within the first two weeks

of entering on duty.

a. A One and one-half hour briefing on the

security regulations (twice a month).

b. A Six-hour briefing on the hostile threat

(twice a month).

c.   A special one-half hour briefing for new

clerical employees (twice a month).

2.   Preparing for Overseas (OTR) - A One and one-

half hour talk on security problems overseas,

about 10 times a year.

3.   ARFCOS (DOD) - A One and one-half hour talk on the

Soviet courier system, and security problems,

about 11 times per year.

4.   Administrative Procedures Course (OTR) -
A One-hour talk on personnel security, about
seven times per year.

5.   Basic Operations Course (OTR) - A Three-hour
talk on interrogation and polygraph, about
twice a year.

6.   GI Operations Course (OTR) - A Two-hour. talk
on interrogation, about three times a year.

7.   All summer employees are given one 1-hour
briefing on the security regulations and
another two-hour briefing on the hostile
threat every week between 1 May and mid-July.

8.   Three times a year the Training Branch gives
a special EOD security briefing to new Commo
employees lasting about three hours.

9.   Twice a year Training Branch gives a three
hour security orientation to the wives of
Commo personnel going overseas.

B.   OS Training Courses - The Training Branch presents
the following courses for OS personnel:

10   Physical Security Course - two weeks, twice
a year.

2.   The Survey Course - two weeks, 2 or 3 times
a year.

25X1A

3.   Security Officers ▮▮▮▮ Course - one week,
once a year.

25X1A

4.   ▮▮▮▮▮▮ Security Course - three hours,

five times a year

5. Security Officers Training Course - 2-1/2
    months, once a year.

6. Special Agent's Training Course - two
    weeks, once a year.

Each of the courses requires preparation and
coordination of a course schedule, and preparation
and administration of course critiques. The Train-
ing Branch is also called upon to support the
Director of Security, the Security Committee of
the USIB and OS components, in organizing special
programs and courses, procuring films, and pro-
viding technical support to these programs.

C. Training of Overseas Assignees - Administration of
    training for OS overseas assignees requires:

    1. Registration of individual for OTR courses

    2. Maintenance of T&A records for students
        during training period

D. Senior School Administration -

    1. Processing approximately 50 requests per year
        for OS nominations to Senior Schools and ex-
        ternal management programs administered by
        OTR and the Training Selection Board.

        a. The initial request for nominations is
            first forwarded through Chief, A&TD for
            OS Career Service Board action, along

with a synopsis outlinging prerequi-
sites as to age and grade, any school
requirements, the application of the
school to OS personnel, the names of
those who have been nominated or attended
the school in the past, and their comments
as to the value of the school to them-
selves and the Office of Security.

b.   A nomination by the OS/CSB then requires
the assembly of nomination papers, in-
cluding the nominating statement, bio-
graphic profile and fitness reports, for
forwarding to the DDA over the signature
of the Director of Security.

c.   If approved by the DDA and the Training
Selection Board, the nominee is briefed
on the program, assisted with registration
forms and the External Training Request is
prepared and sent to OTR.

E.   Internal Training Administration - Processes 300 to
500 training requests per year requiring close co-
ordination with OTR, OTS, OC or other Agency com-
ponents providing training. This requires internal
coordination, preparation of Form 73, notification
of acceptance, provision of instructions, and finally
documentation of records to credit individual for

successful completion of the training.

F.   External Training Administration - Processing
     approximately 60 requests for external training
     per year.

G.   Surveys, Reports and Special Projects -
     Periodically furnishing various Agency Management Groups
     with reports on course objectives, number of
     students, type of instruction, subject matter
     covered, approximate cost of course, etc.

H.   Security Reindoctrination Program - Periodically
     preparing and presenting an Agency-wide Security
     Reindoctrination Program. Presentations projected
     to commence in early 1975 will entail approximately
     sixty lectures.

IV. The Logistics Branch, under the direction of the Chief,
     A&TD, Office of Security is composed of a Logistics
     Officer and a Logistics Assistant. Its function is to
     provide logistical support to the Office. This logistical
     support encompasses the following activities:

A.   Developing logistics plans, programs and policies.

B.   Preparing Logistics Annex's to security plans,
     programs and projects.

C.   Providing supplies, equipment, printing and re-
     production support, and miscellaneous services.

D.   Serving as Accountable Officer for all OS property.

E.   Administering stock accounting system for Accountable
     Property.

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for providing two security indoctrination
briefing to all employees within their first
two weeks of employment.

ACTIVITY CODE:II, E, (c), 1   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:
                                                    DATE:
                        25X1A

What is (are) our reference(s) for this activity? Date(s)? *8 NOVEMBER 1963*

▮▮▮▮▮▮▮▮

Is (are) the reference(s) still in force?   Yes X   No
Who is (are) the beneficiary(ies) of this activity?

       NEW AGENCY EMPLOYEES

Do you feel the activity is still necessary? Yes X   No
Do(es) the beneficiary(ies) feel it is still necessary? Yes X   No
Can the activity be done more efficiently or less costly? Yes X   No
   If so, how?   *AUTOMATED VISUAL AIDS - MORE TIME TO cover*
       ADDITIONAL TOPICS

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes   No X
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes   No X   If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes   No X   If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes   No X
   If so, how?

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes   No X   If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for providing a briefing on Security problems
overseas to Agency employees preparing
for an overseas assignment.

ACTIVITY CODE:II, E, (c), 2   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

What is (are) our reference(s) for this activity? Date(s)? 8 Nov 1963

25X1A

Is (are) the reference(s) still in force?   Yes X   No
Who is (are) the beneficiary(ies) of this activity?

                    OS TRAVELERS

Do you feel the activity is still necessary? Yes X   No
Do(es) the beneficiary(ies) feel it is still necessary? Yes X   No
Can the activity be done more efficiently or less costly? Yes____ No X
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes____ No X
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes____ No X If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes____ No X If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes____ No X
   If so, how?

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes____ No X If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for providing a briefing on the Soviet
Courier System as passes at the Armed
Forces Courier Service school, Department
of Defense.

ACTIVITY CODE:II, E, (c), 3   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: 25X1A   DATE:

What is (are) our reference(s) for this activity? Date(s)? 17 APRIL 1968

███████████   SSC - 0122 - 68

Is (are) the reference(s) still in force?   Yes X   No ____
Who is (are) the beneficiary(ies) of this activity?

          ARFCOS

Do you feel the activity is still necessary? Yes X   No ____
Do(es) the beneficiary(ies) feel it is still necessary? Yes X   No ____
Can the activity be done more efficiently or less costly? Yes ____ No X
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes ____   No X
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes ____   No X   If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes ____   No X   If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes X   No ____
   If so, how? DOES NOT AID AGENCY security DIRECTLY. TRAINING
      ASSISTANCE FOR NEW ARFCOS COURIERS

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes ____   No X   If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for providing a briefing on personnel security
at the CIA Administrative Procedures Course.

ACTIVITY CODE:II, E, (c), 4   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

What is (are) our reference(s) for this activity? Date(s)? _8 Nov 1963_
Verbal Request from OTR branch in.

                                    25X1A

Is (are) the reference(s) still in force?   Yes _X_ No ____
Who is (are) the beneficiary(ies) of this activity?

                OTR TRAINEES

Do you feel the activity is still necessary? Yes ____ No _X_
Do(es) the beneficiary(ies) feel it is still necessary? Yes _X_ No ____
Can the activity be done more efficiently or less costly? Yes ____ No _X_
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes ____ No _X_
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes ____ No _X_ If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes ____ No _X_ If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes _X_ No ____
   If so, how? _SUFFICIENT NUMBER OF SECURITY BRIEFINGS_

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes ____ No _X_ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible

for polygraph at the OTR Basic Operations Course.

and polygraph at the OTR Basic Operations
Course.

ACTIVITY CODE:II, E, (c), 5   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

What is (are) our reference(s) for this activity? Date(s)? *1965*

Verbal Request from
OTR based on → [REDACTED]   25X1A

Is (are) the reference(s) still in force?   Yes__X__ No_____
Who is (are) the beneficiary(ies) of this activity?

                  Agency employees

Do you feel the activity is still necessary? Yes__X__ No_____
Do(es) the beneficiary(ies) feel it is still necessary? Yes__X__ No_____
Can the activity be done more efficiently or less costly? Yes_____ No__X__
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes__X__ No__X__
   If so, where and why? *It could be done by OS/PSI/OSO/IB personnel*

Can another component do the activity more efficiently? Less costly?
   More properly? Yes__X__ No_____ If so, which component and why?
         IB . If the TB does not have experienced personnel,
IB would have to do the job
Does the activity include anything questionable in the light of
   Watergate? Yes_____ No__X__ If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes_____ No__X__
   If so, how?

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes_____ No__X__ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for providing a briefing on interrogation
at the CIA CI Operations course.

ACTIVITY CODE:II, E, (c), 6   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

What is (are) our reference(s) for this activity? Date(s)?
Verbal Request from O+R
based on ➝   ▊▊▊▊▊▊▊   25X1A

Is (are) the reference(s) still in force?   Yes X   No ___
Who is (are) the beneficiary(ies) of this activity?

Agency employees

Do you feel the activity is still necessary? Yes X   No ___
Do(es) the beneficiary(ies) feel it is still necessary? Yes X   No ___
Can the activity be done more efficiently or less costly? Yes ___ No X
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes X & No X
   If so, where and why?
            IB. they have the expertise.

Can another component do the activity ~~more efficiently~~? ~~Less costly?~~
   More properly? Yes X   No ____ If so, which component and why?
            IB. they have the expertise

Does the activity include anything questionable in the light of
   Watergate? Yes ____ No X If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes ____ No X
   If so, how?

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes ____ No X If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible

for providing support and documentation briefings on security regulations and the hostile threat.

ACTIVITY CODE:II, E, (c), 7   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? *8 NOV 1963*

25X1A

Is (are) the reference(s) still in force?   Yes X   No

Who is (are) the beneficiary(ies) of this activity?

new Agency employees

Do you feel the activity is still necessary? Yes X   No

Do(es) the beneficiary(ies) feel it is still necessary? Yes X   No

Can the activity be done more efficiently or less costly? Yes___ No X

  If so, how?

Do you feel that responsibility for the activity should be transferred
  to another OS component or to another Office? Yes___ No X
  If so, where and why?

Can another component do the activity more efficiently? Less costly?
  More properly? Yes___ No X If so, which component and why?

Does the activity include anything questionable in the light of
  Watergate? Yes___ No X If so, what?

Can this activity be reduced in scope/size or discontinued without
  significant effect on overall Agency security? Yes___ No X
  If so, how?

Is there any activity not now being pursued by OS that you feel is more
  important than this one? Yes___ No X If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for providing a special EOD security briefing

ACTIVITY CODE:II, E, (c), 8   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

What is (are) our reference(s) for this activity? Date(s)? *8 Nov. 1963*

███████████████   25X1A

Is (are) the reference(s) still in force?   Yes __X__ No ____
Who is (are) the beneficiary(ies) of this activity?

                    new Agency employees

Do you feel the activity is still necessary? Yes __X__   No ____
Do(es) the beneficiary(ies) feel it is still necessary? Yes __X__   No ____
Can the activity be done more efficiently or less costly? Yes ____ No __X__
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes ____ No __X__
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes ____ No __X__ If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes ____ No __X__ If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes ____ No __X__
   If so, how?

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes ____ No __X__ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responisble
for providing a security orientation briefing
to wives of Commo employees accompanying
their husbands on an overseas assignment.

ACTIVITY CODE:II, E, (c),9   COMPONENT: OS/P&M/A&TD/Training Branch
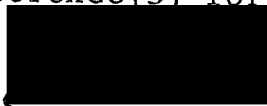
EVALUATION: DATE:

25X1A

What is (are) our reference(s) for this activity? Date(s)? *8 Nov 63*
Verbal request from
office of Commo based on ████████████

Is (are) the reference(s) still in force?   Yes X   No
Who is (are) the beneficiary(ies) of this activity?

                    wives of Agency employees traveling overseas

Do you feel the activity is still necessary? Yes X   No
Do(es) the beneficiary(ies) feel it is still necessary? Yes X   No
Can the activity be done more efficiently or less costly? Yes   No X
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes   No X
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes   No X   If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes   No X   If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes   No X
   If so, how?

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes   No X If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
                                for administering the Office of Security

ACTIVITY CODE:II, E, (c), 10   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: 25X1A   DATE:

What is (are) our reference(s) for this activity? Date(s)? 2 4 *Sept 1974*

Precedent based on   ████████████

Is (are) the reference(s) still in force?   Yes X No
Who is (are) the beneficiary(ies) of this activity?

                    OS employees with some exceptions

Do you feel the activity is still necessary? Yes X No
Do(es) the beneficiary(ies) feel it is still necessary? Yes X No
Can the activity be done more efficiently or less costly? Yes____ No X
    If so, how?

Do you feel that responsibility for the activity should be transferred
    to another OS component or to another Office? Yes____ No X
    If so, where and why?

Can another component do the activity more efficiently? Less costly?
    More properly? Yes____ No X   If so, which component and why?

Does the activity include anything questionable in the light of
    Watergate? Yes____ No X If so, what?

Can this activity be reduced in scope/size or discontinued without
    significant effect on overall Agency security? Yes X No
    If so, how? *TB merely coordinates for more efficiency. It does not
    conduct the training*
Is there any activity not now being pursued by OS that you feel is more
    important than this one? Yes X No____ If so, what?

        almost any thing

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
                              for administering the Office of Security
                              Survey Course

ACTIVITY CODE:II, E, (c), 11   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 2 4 Sept 197x

Precedent based on ▬▬▬▬▬▬▬▬   25X1A

Is (are) the reference(s) still in force?   Yes X   No ___
Who is (are) the beneficiary(ies) of this activity?

              OS employees with some exceptions

Do you feel the activity is still necessary? Yes X   No ___
Do(es) the beneficiary(ies) feel it is still necessary? Yes X   No ___
Can the activity be done more efficiently or less costly? Yes ___ No X
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes ___   No X
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes ___   No X   If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes ___   No X   If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes X   No ___
   If so, how? TB merely coordinates for more efficiency. It does not
               conduct the training

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes X   No ___   If so, what?

        almost any thing

ACTIVITY CODE:II, E, (c), 12   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

What is (are) our reference(s) for this activity? Date(s)? 24 Sept 1974

Precedent based on ███████████   25X1A

Is (are) the reference(s) still in force?   Yes__X__ No_____
Who is (are) the beneficiary(ies) of this activity?

                    OS employees travelling overseas

Do you feel the activity is still necessary? Yes_____ No__X__   ?No_____
Do(es) the beneficiary(ies) feel it is still necessary? Yes_____ ?No_____
Can the activity be done more efficiently or less costly? Yes__X__ No_____
  If so, how? *this course. is given infrequently and has been supplanted by a
  more personal training program.*

Do you feel that responsibility for the activity should be transferred
  to another OS component or to another Office? Yes_____ No__X__
  If so, where and why?

Can another component do the activity more efficiently? Less costly?
  More properly? Yes_____ No__X__ If so, which component and why?

Does the activity include anything questionable in the light of
  Watergate? Yes_____ No__X__   If so, what?

Can this activity be reduced in scope/size or discontinued without
  significant effect on overall Agency security? Yes__X__ No_____
  If so, how?   *this course has been replaced.*

Is there any activity not now being pursued by OS that you feel is more
  important than this one? Yes__X__ No_____ If so, what?

          almost any thing

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for administering the Office of Security

ACTIVITY CODE:II, E, (c),   13   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

What is (are) our reference(s) for this activity? Date(s)?
Memo from DC Africa Support Staff, 26 April 1974

Is (are) the reference(s) still in force?   Yes X   No ___
Who is (are) the beneficiary(ies) of this activity?
*All Agency personnel from all components, particularly employees
and dependents destined for overseas assignments*

Do you feel the activity is still necessary? Yes X   No ___
Do (es) the beneficiary(ies) feel it is still necessary? Yes X   No ___
Can the activity be done more efficiently or less costly? Yes X   No ___
  If so, how? *By remodeling Room GA-13 to have displays and
equipment permanently in place. This would eliminate set-ups
and break-down time and transport of this equipment.*

Do you feel that responsibility for the activity should be transferred
  to another OS component or to another Office?   Yes ___   No X
  If so, where and why?

Can another component do the activity more efficiently?   Less costly?
  More properly?   Yes ___   No X   If so, which component and why?

Does the activity include anything questionable in the light of
  Watergate?   Yes ___   No X   If so, what?

Can this activity be reduced in scope/size or discontinued without
  significant effect on overall Agency security?   Yes ___   No X
  If so, how?

Is there any activity not now being pursued by OS that you feel is more
  important than this one?   Yes ___   No X   If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for administering the Office of Security's
Security Officers Training Course.

ACTIVITY CODE:II, E, (c), 14   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

                                                      DATE:

What ~~is~~ (are) our reference(s) for this activity? Date(s)?
Memo to C/PP&DD from C/TB dated 23 April 1974
OS Career Board Minutes 8 May 1974 approving course.
~~Is~~ (are) the reference(s) still in force?   Yes X   No ____
Who is (are) the beneficiary(ies) of this activity?
New professional employees in OS but not limited to OS students.

Do you feel the activity is still necessary? Yes X No ____
Do (~~es~~) the beneficiary(ies) feel it is still necessary? Yes X   No ____
Can the activity be done more efficiently or less costly? Yes X No ____
   If so, how? *By eliminating certain portions, e.g. Audio Operations Management and IWA.*

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes____ No X
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes____ No X If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes____ No X If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes X No ____
   If so, how? *As stated above in paragraph three.*

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes____ No X If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for administering the Office of Security
Special Agents Training Course.

ACTIVITY CODE:II, E, (c), 15   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

What is (are) our reference(s) for this activity? Date(s)?

[redacted]   **25X1A**

Is (are) the reference(s) still in force?   Yes X   No
Who is (are) the beneficiary(ies) of this activity?
*Professional employees who will be assigned as Investigators
or investigative managers.*
Do you feel the activity is still necessary? Yes X   No
Do (es) the beneficiary(ies) feel it is still necessary? Yes X   No
Can the activity be done more efficiently or less costly? Yes____ No X
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes____ No X
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes____ No X   If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes____ No X   If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes____ No X
   If so, how?

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes____ No X   If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for the registration of Office of Security

ACTIVITY CODE:II, E, (c), 16   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

25X1A

What ~~is~~ (are) our reference(s) for this activity? Date(s)?

███

~~Is~~ (are) the reference(s) still in force?   Yes X   No
Who is (are) the beneficiary(ies) of this activity?
all OS staff and contract employees.

Do you feel the activity is still necessary? Yes X   No
Do ~~es~~ the beneficiary(ies) feel it is still necessary? Yes X   No
Can the activity be done more efficiently or less costly? Yes___ No X
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes___   No X
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes___   No X   If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes___   No X   If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes___   No X
   If so, how?

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes___   No X   If so, what?

Cancel this as one of the activities of Training Branch — for purposes of this report

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
                               for maintaining T&A records of Office of
Security personnel and activities.

ACTIVITY CODE:II, E, (c), 17   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

What is (are) our reference(s) for this activity? Date(s)?

Is (are) the reference(s) still in force?   Yes____ No____
Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes____ No____
Do(es) the beneficiary(ies) feel it is still necessary? Yes____ No____
Can the activity be done more efficiently or less costly? Yes____ No____
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes____ No____
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes____ No____ If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes____ No____ If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes____ No____
   If so, how?

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes____ No____ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for processing Office of Security nominations
to Senior Schools and Executive Management
programs administered by OTR and the Training
Selection Board.

ACTIVITY CODE:II, E, (c), 18   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

What is (are) our reference(s) for this activity? Date(s)?

████████████████████████████████   **25X1A**

Is (are) the reference(s) still in force?   Yes X   No
Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes X No
Do (es) the beneficiary (ies) feel it is still necessary? Yes X No
Can the activity be done more efficiently or less costly? Yes___ No X
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes___ No X
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes___ No X   If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes___ No X   If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes___ No X
   If so, how?

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes___ No X If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible

for ~~classified internal~~ controls
and external management programs in their
registration processing.

ACTIVITY CODE:II, E, (c), 19   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

What is (are) our reference(s) for this activity? Date(s)?

                               25X1A

~~Is~~ (are) the reference(s) still in force?   Yes **X**   No _____
Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes **X**   No _____
Do ~~es~~ the beneficiary(ies) feel it is still necessary? Yes **X**   No _____
Can the activity be done more efficiently or less costly? Yes_____ No **X**
    If so, how?

Do you feel that responsibility for the activity should be transferred
    to another OS component or to another Office? Yes_____ No **X**
    If so, where and why?

Can another component do the activity more efficiently? Less costly?
    More properly? Yes_____ No **X** If so, which component and why?

Does the activity include anything questionable in the light of
    Watergate? Yes_____ No **X** If so, what?

Can this activity be reduced in scope/size or discontinued without
    significant effect on overall Agency security? Yes_____ No **X**
    If so, how?

Is there any activity not now being pursued by OS that you feel is more
    important than this one? Yes_____ No **X** If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for processing the requests of Office of
ther
Agency components.

ACTIVITY CODE:II, E, (c), 20   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

What is (are) our reference(s) for this activity? Date(s)?
   N/A

Is (are) the reference(s) still in force?   Yes____   No____
Who is (are) the beneficiary(ies) of this activity?
   N/A

Do you feel the activity is still necessary? Yes __X__ No____
Do(es) the beneficiary(ies) feel it is still necessary? Yes __X__ No____
Can the activity be done more efficiently or less costly? Yes____ No __X__
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes____ No __X__
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes____ No __X__ If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes____ No __X__ If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes____ No __X__
   If so, how?

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes____ No __X__ If so, what?

ing.

ACTIVITY CODE:II, E, (c), 21   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

What is (are) our reference(s) for this activity? Date(s)? *13 Dec 1972*
Fulfill OS responsibilities   ███████████   **25X1A**
to OTR according to

Is (are) the reference(s) still in force?   Yes X   No
Who is (are) the beneficiary(ies) of this activity?

                    OS employees

Do you feel the activity is still necessary? Yes X   No
Do(es) the beneficiary(ies) feel it is still necessary? Yes X   No
Can the activity be done more efficiently or less costly? Yes____ No X
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes____ No X
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes____ No X   If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes____ No X   If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes X   No
   If so, how? *Because it does not affect Agency security directly*

Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes____ No X   If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
                            for preparing surveys and reports for various

urse
                            objectives, number of students, cost subject
                            matter, type of instruction,etc.

ACTIVITY CODE:II, E, (c), 22   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

25X1A

What is (are) our reference(s) for this activity? Date(s)? *24 Sept 1974*
*Fulfill OS responsibility to assist OTR in carrying out management studies
according to* ████████

Is (are) the reference(s) still in force?   Yes X No
Who is (are) the beneficiary(ies) of this activity?

                        O T R

Do you feel the activity is still necessary? Yes X No
Do(es) the beneficiary(ies) feel it is still necessary? Yes X No
Can the activity be done more efficiently or less costly? Yes____ No X
    If so, how?

Do you feel that responsibility for the activity should be transferred
    to another OS component or to another Office? Yes____ No X
    If so, where and why?

Can another component do the activity more efficiently? Less costly?
    More properly? Yes____ No X If so, which component and why?

Does the activity include anything questionable in the light of
    Watergate? Yes____ No X If so, what?

Can this activity be reduced in scope/size or discontinued without
    significant effect on overall Agency security? Yes X No
    If so, how? *not directly impacting on security*

Is there any activity not now being pursued by OS that you feel is more
    important than this one? Yes____ No____ If so, what?

                        N A

ACTIVITY CODE:II, E, (c), 23   COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION: DATE:

What is (are) our reference(s) for this activity? Date(s)?

    25X1A   ███████████████████   7 June 1957

Is (are) the reference(s) still in force?   Yes _X_   No _X_
Who is (are) the beneficiary(ies) of this activity?

                all agency employees

Do you feel the activity is still necessary? Yes____ No _X_
Do(es) the beneficiary(ies) feel it is still necessary? Yes____ No _?_
Can the activity be done more efficiently or less costly? Yes____ No _X_
   If so, how?

Do you feel that responsibility for the activity should be transferred
   to another OS component or to another Office? Yes____ No _X_
   If so, where and why?

Can another component do the activity more efficiently? Less costly?
   More properly? Yes____ No _X_ If so, which component and why?

Does the activity include anything questionable in the light of
   Watergate? Yes____ No _X_ If so, what?

Can this activity be reduced in scope/size or discontinued without
   significant effect on overall Agency security? Yes _X_ No____
   If so, how? *Charge each area security officer to conduct a security education program
within his own organization. An especially tailored program for each directorate would be
more valuable than a general program.*
Is there any activity not now being pursued by OS that you feel is more
   important than this one? Yes _X_ No____ If so, what?

           NA

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A

FROM:		EXTENSION	NO.
▮▮▮▮▮▮▮▮▮▮▮ ◤			
Policy and Plans Group		x5311	DATE

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Chief, Training Branch				Under Objective B57104 the Office of Security will review and validate all Office of Security functions, activities...to ensure effectiveness, economy and efficiency The attached documents represent two milestones under that objective. Milestone 1, the components identified their functions and activities. Milestone 2 was establishment of a format for evaluating these...activities. It is requested that the Training Branch Officers review the attachment and:
2.				
3.				
4.				a) Certify that there are no deletions/corrections/ additions to be made to the previous listing submitted by your office.
5.				
6.				
7.				
8.				b) Review the Identification of Activity statement on each evaluation sheet to ensure it fully equals to the comparable activity from your offices listing.
9.				
10.				
11.				c) Use the attached format to evaluate each individual activity.
12.				
13.				
14.				
15.				

FORM 3-62   **610**   USE PREVIOUS EDITIONS   ☐ SECRET   ☐ CONFIDENTIAL   ☐ INTERNAL USE ONLY   ☐ UNCLASSIFIED